

Part 4: Final Component Validation (For Department use).

Information in Part 4 must be confirmed and signed by the Executive Officer of the component (or equivalent), or senior-level delegate.

Attorney's Name:

1. Did the attorney make an intra-Department move between May 1, 2004 and April 30, 2005? Yes ____ No ____

If the attorney made an intra-Department move, please complete 2a – 2d, below:

Please review Part 1-A, paragraph B, "Justification," Item 2: (High or Unique Qualifications Relevant to DOJ Duties – or – Special Need of the Department).

The Justification consists of five items the attorney must address: Education, High or Unique Qualifications Relevant to DOJ Duties or Special Need of the Department, Demonstrated Potential Based on Objective Accomplishments, Basis for a Determination of Recruitment/Retention Difficulty, and a Short Essay.

Detailed guidance on the relevant areas of interest for each part of the Justification is provided online in the "Request for Renewal of Incentive Payments, "Justification" link at www.usdoj.gov/oarm under the "Attorney Student Loan Repayment Program."

In summary, areas of interest for Item 2 may include component-identified qualifications or criteria, judicial clerkship (if relevant to current duties); other knowledge, skills, experience, education, prior employment or training that contributes to effectiveness as a DOJ attorney, and the manner in which the attorney contributes to accomplishment of one or more DOJ Strategic Goals.

2a	If attorney based all or part of Item 2 of the Justification on specific component-identified qualifications or criteria listed in Appendix A for 2005, do you agree that he/she meets the requirement?	YES	
		NO	
		N/A	
2b	For attorneys who moved only: Please recommend a numeric score (from 1 to 40) for Item 2 of the Justification for this attorney. (There are 100 total points associated with the complete Justification).		
For attorneys who moved only: Please review Item 3 of the Justification (Demonstrated Potential Based on Objective Accomplishments).			
Item 3 focuses on overall potential as demonstrated by performance, activities, and accomplishments. Areas of interest include performance evaluations, ability to train or mentor others, pro bono or other volunteer or public service activities, other service to the Department or component, and demonstrated leadership.			
2c	Please recommend a numeric score (from 1 to 10) for Item 3 for this attorney. (There are 100 total points associated with the complete Justification).		

PART 4: Final Component Review (Continued)

ATTORNEY'S NAME: _____

2d	Does Item 4 include the extent to which the attorney's departure would affect the Department's ability to carry out an activity or perform a mission-essential function?	YES	
	<i>If the answer to this question is "no," do not forward to OARM at this time. Notify attorney for correction and resubmission.</i> No exceptions to the receipt deadline at OARM are authorized based on such corrective action.	NO	
3	FOR ALL ATTORNEYS: I am the Executive Officer (or equivalent) of _____ or an authorized designate. <i>Name of Component, Bureau, Office, Board, or Division</i> I certify that the attorney's last evaluation was at least at the Fully Successful level under Part 430 of Title 5, CFR, or a similar level of performance under another applicable performance management system; or that the attorney has been with the Department less than one year and has not qualified for an evaluation.: I certify that the attorney meets the requirements to receive ASLRP (OARM will validate loan data). [This certification neither endorses nor refutes the justification (if attached) – Components may attach any substantive comments it wishes the Panel to consider to the request prior to forwarding to OARM]. _____ Typed name / ____ / ____ Signature dd/mm/yy		

Organizations:

- Attach one copy of Parts 3 and 4 to a complete renewal request submitted by the attorney
- Attach any component comments for Panel review.
- Forward the entire OARM Packet (Parts 1-4, with Tabs and attachments (as required)), through OARM (Attention: Deana Willis), to the Program Administration Panel for action.
- Retain the one copy of the renewal request for component files.